

# Regulatory Administrator

Do you thrive on providing exceptional customer service? Are you driven to get things done right the first time? Do you take the time to understand your customer's needs?

We are seeking a detail conscious, customer driven and computer savvy Regulatory Administrator to join our team, providing administrative support to our Regulatory Services division.

This is a busy position where each day is a little different from the next and you will need to be able to think on your feet and respond to customer needs promptly. Previous administration experience in a relevant regulatory and compliance role would be an advantage.

You will be exposed to relevant legislation and compliance standards and therefore a process-driven, proactive and evaluative thinking style will fit well with the responsibilities of the role.

A highly multi-skilled and resilient person with strong attention to detail and a can-do attitude will enjoy the challenges of this role. You will develop a broad knowledge of the Waitomo District and the business environment in which Council operates.

**Visit [www.findyourplace.co.nz](http://www.findyourplace.co.nz) to register and apply by completing the prerequisite online application form.**

**If you have any questions please contact Greg Tims & Associates on 07 959 3058.**

Applications close 12 Noon on Monday  
29th June 2015.

[www.waitomo.govt.nz](http://www.waitomo.govt.nz)



***Creating a better future with vibrant communities and thriving business.***